

PROCTORS and TEST ADMINISTRATORS

**Please fill in the information
on the next sheet and return
this packet with completed
tests, test booklets, and skill
sheets to:**

**CNA Testing
Maine Department of Education
23 State House Station
Augusta ME 04333-0023**

See final sheet of this packet for information on what needs to be sent to the CNA Registry. We are two separate State agencies, located in different parts of Augusta. If paperwork is sent to the wrong place, it will delay getting listed on the Registry.

PROCTORS and TEST ADMINISTRATORS

**You are responsible for this test,
the administration of this test and
making sure the test is secure at all times.**



**It is your responsibility to verify student identity and *read all directions to the students* before administering the exam.
Please make sure that students are filling in the circles on the answer sheet correctly and are not writing in the test booklet.**

Proctor Signature: _____ Contact Ph #: _____

Proctor Printed Name: _____

Date Test Given: _____ Testing Site: _____

Beginning Time: _____ Ending Time: _____

READ DIRECTIONS ALOUD TO STUDENTS

CNA TESTING INSTRUCTIONS

1. Only a #2 pencil and a piece of plain scrap paper are allowed in the test area. **The proctor will keep all handbags/book bags in the front of the room to be returned to students when testing materials are turned in to the proctor.**
2. **No food and/or beverages are allowed in the test area.**
3. **Talking is not allowed** inside the testing room.
4. **Collaborating or cheating will be grounds for dismissal from the test.**
5. The proctor will not answer questions about the test or interpret test questions.
6. You have **90 minutes** to complete the 100 multiple-choice-question test.
7. **Do not make marks of any kind inside the test booklet.** Use your scrap paper.
8. Read each question carefully before selecting an answer. There is **only one correct answer** for each question.
9. If you wish to change your answer, completely erase the blackened area. Partially erased answers will be scored as incorrect by the scoring equipment.
10. Make sure that items marked on the answer sheet correspond to the correct question.
11. **It is better to guess at an answer than to leave it blank.**
12. Upon completion of the exam, review your work to make sure that all questions were answered. **Skipped questions will automatically be read as incorrect answers.**
13. If your pencil breaks, raise your hand for the proctor.
14. In case of illness or other emergency, raise your hand and the proctor will assist you.
15. When you have completed the exam, raise your hand for the proctor. The test proctor will collect the test booklet and answer sheet. **PLEASE DO NOT PUT ANSWER SHEET INSIDE THE TEST BOOKLET.**
16. Once the test has been completed and given to the proctor, it cannot be returned to you.
17. Once you have completed the exam and left the test area, you will not be allowed to return.

CNA Answer Sheet Instructions

1. Use a #2 lead pencil to fill in all blanks and circles.
2. Mark your answers on SIDE ONE only.
3. **NAME:** In the upper left corner, print your name in the boxes and then fill in the corresponding letter and blank space circles as follows: *Last name – one space – first name – one space – middle initial/name*
4. **BIRTHDATE:** Darken the circle for the month in which you were born, then write in the day and year and fill in the corresponding number circles. *If your birth day is a single digit, fill in a zero before the numbers 1 through 9.*
5. **IDENTIFICATION NUMBER:** This is your social security number. Write your social security number in the boxes and darken the appropriate number circles below. There will be one empty space at the end.
6. **SPECIAL CODES, GENDER, GRADE or EDUC:** Do not fill in these boxes.

HOW TO HELP YOUR CNA STUDENTS GET ON THE REGISTRY: REMEMBER THIS IS A LEGAL DOCUMENT

- **Distribute applications (gray forms) to the students.**
- Students **must** fill out the application themselves ---**completely, accurately, legibly and in blue or black ink.**
- Regarding the questions related to **ever** having paid a fine, been convicted, etc., answer honestly. Answer “yes” even if it was only a parking ticket or a speeding ticket. Those types of infractions will not affect their getting on the Registry or require annotations. Students should just write on the form that they have had parking or speeding tickets; no court documents are necessary. **More serious infractions such as OUI, theft, assault, etc. require that they send copies of court documents along with their application.**

It is vital that students be completely honest on this application. If it is discovered on an SBI check that there is something on their record that they did not divulge, they may be found to have submitted a **fraudulent application**. In such cases, they would be **denied placement** on the Registry and therefore would not be allowed to work as a CNA in the State of Maine.

- **Remind students to sign and date the application.**
- Instruct students to make a **photocopy of their driver’s license and social security card, cut them out and attach them to the application in the designated areas.** (Two-sided tape works nicely.) Students also need to **photocopy their CNA certificate and send it with their application.**
- Please submit these applications and accompanying documents to the CNA Registry, 41 Anthony Avenue, 11 State House Station, Augusta ME 04333-0011.
- ***Please DO NOT tell your students to call the Registry or the Department of Education to find out their score.*** They may call the Registry **at reasonable intervals** to see if they’ve been put on the registry. However, they should wait at least two weeks from the time they have received their grade before they call the Registry the first time. The Registry has 30 days from the time they receive grades (assuming they have their application and all is in order) to enter students on the Registry. They usually get students entered promptly, often within a day or two of receiving the grades. The Registry does not send letters of notification to students, but does send verification letters to their employers if those employers have informed the Registry that they have hired the CNA. **Students do not receive Registry numbers but are located on the Registry with their Social Security number.**